



## POSITION DESCRIPTION

Director of Institutional Research, Planning and Effectiveness

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**Position** ..... Director of Institutional Research, Planning and Effectiveness  
**Department/Site** ..... Institutional Research, Planning and Effectiveness  
**FLSA** ..... Exempt  
**Evaluated by** ..... Superintendent/President  
**Salary Range** ..... M-77

### **General Description**

Under the direction and supervision of Superintendent/President, the Director of Institutional Research, Planning and Effectiveness provides administrative oversight for the District's institutional effectiveness, planning, assessment, and research activities. The director plans, organizes, and implements a comprehensive institutional planning, program evaluation, and research program designed to improve institutional effectiveness.

This is a twelve month academic management position.

### **Essential Duties and Responsibilities**

- Assist the Superintendent/President in leading and facilitating the development of the strategic plan and annual monitoring of the implementation of the Strategic Plan.
- Provide advice and assistance to the Superintendent/President in leading and facilitating institutional strategic planning, master planning, policy formation and appropriate operational planning.
- Develop and prepare institutional planning documents; directs institutional research functions to support institutional studies, data management and institutional reporting; leads and facilitates efforts arising from strategic and institutional effectiveness planning; works with units in developing a "culture of evidence" including appropriate measures and indicators for assessment; and serves as the institutional liaison to the Research and Planning Group in the state.
- Direct and manage institutional planning, institutional research, and program evaluation.
- Co-chair the Institutional Effectiveness Committee (IEC), review and evaluate the college's planning process such as program review; review and update the Integrated Planning Manual on an annual basis.
- Provide research, data, staff, and administrative support to the IEC.
- Provide expertise and leadership in research design, methodology, data collection, analysis, interpretation, use, and dissemination of institutional data in all college decision-making processes.
- Monitor college information such as demographic data, IPEDS data, CCCCO Scorecard data, outcomes and assessment data.
- Design, implement and analyze surveys to support and evaluate institutional planning, program review, shared governance, and other college-wide decision-making processes.
- In conjunction with the college's Accreditation Liaison Officer (ALO) manage the college's accreditation activities, facilitate the preparation of annual, midterm, 6-year evaluations, and other required reports for submission to the Accrediting Commission for Community and Junior Colleges (ACCJC).
- Supervise the preparation of the District's annual fact book and other college reports that require statistical and descriptive information in regards to the college's effectiveness.



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- Develop and disseminate analytical data related to academic, student, administrative, and development programs.
- Responsible for providing information and direction which will assist the District in understanding and improving student outcomes and success.
- Provides analysis and interpretation of academic, student and administrative data in support of data-driven decision making.
- Supervise research and planning analysts within the department; supervises all aspects of the day-to-day operations of the Office of Institutional Research.
- Assists in the development of the District's annual research agenda.
- Responsible for the development of all levels of data supportive of educational master planning, enrollment trends, and required internal and state/federal external reports.
- Serves as the District's resource for comprehensive information regarding environmental scanning of the local, state, and national trends likely to impact the District.
- Assists District staff in preparing grant proposals, including the interpretation of project/grant guidelines and the development of project/grant evaluation processes, as well as data collection, analysis and reporting.
- Serves as a data and research resource person to faculty, staff, and/or governance committees.
- Compiles data and written reports on assessment testing, including validation of all assessment tests and multiple measures using appropriate psychometric techniques in compliance with the Chancellor's office Standards for Assessment testing.
- Maintains files, records, and database of all grant proposals and reports.
- Assists in identifying and correcting errors in the District's electronic databases.
- Selects, trains, supervises, and evaluates the work of departmental staff.
- Compiles and maintains statistical and other data and writes reports.
- Serves as liaison with state and federal agencies and with statewide research organizations.
- Operates computer equipment and uses software programs, including appropriate statistical applications (e.g., SAS or SPSS), reporting tools in a Sunguard®/Banner, or similar RP system on an Oracle database, and general desktop applications.
- Serves on District committees as assigned.
- Establishes and maintains cooperative working relationships with those contacted in the performance of duties.
- Independently performs professional work involving judgment in the interpretation and application of data to the programs and services of the District.
- Communicate District policy and administrative decisions to division personnel and students.
- Administer the collective bargaining agreements among the District and the faculty and classified unions.
- Create an atmosphere of collegiality and support the goals of participatory governance.
- Serve in the selection and evaluation of division personnel.
- Resolve conflict.
- Insure compliance with local, state and federal regulations.
- Prepare and monitor budget for all assigned programs.
- Supervise and evaluate personnel in assigned areas.
- Perform other duties as assigned that support the overall objective of the position and the District's mission and philosophy.



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### **Minimum Qualifications**

- Possession of a master's degree.
- One year of formal training, internship, or other experience reasonably related to this management assignment.
- Evidence of ability to communicate effectively, in English, with a diverse population both orally and in writing.
- Evidence of ability to work effectively as a member of the administrative team.
- Evidence of experience and training in the utilization of technology in administrative practice.
- Evidence of experience supervising a complex academic department responsible for implementation of state and federal regulations.
- Sensitivity to, understanding of, and respect for the diverse academic, socioeconomic, ethnic, religious, cultural background, disability, and sexual orientation of community college students, faculty, and staff.